

BOWLING AND BILLIARD CENTER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0504	Bowling and Billiard Center Attendant	15	078	6 mo.	02/23/90
2350	Bowling and Billiard Center Manager	15	078	6 mo.	02/23/90

Promotional Line: 17

Series Narrative

Employees in this series perform duties involved in the operation and maintenance of bowling and billiard centers.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Bowling and Billiard Center Attendant **0504**

Employees at this level perform duties pertaining to bowling and billiard operations. They work under general supervision from a designated supervisor.

A Bowling and Billiard Center Attendant typically –

1. collects fees for bowling and billiards
2. prepares daily cash and summary reports
3. assigns lanes or tables to players
4. assists in maintaining automatic pin setting equipment, billiard tables, and other equipment
5. is responsible for the good conduct of players and spectators
6. sells merchandise
7. provides information concerning bowling and billiards
8. supervises student assistants as assigned
9. performs other related duties as assigned

Level II: Bowling and Billiard Center Manager **2350**

Employees at this level are responsible for the maintenance and operation of bowling and billiard centers. They work under general supervision from a designated supervisor.

A Bowling and Billiard Center Manager typically –

1. supervises the operation and maintenance of the bowling and billiard center and other recreational facilities
2. is responsible for maintenance and operation of automatic pin setting equipment
3. assumes responsibility for cash receipts, income, and sales
4. supervises assistants
5. orders supplies and equipment
6. organizes bowling leagues
7. maintains records
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Bowling and Billiard Center Attendant

0504

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. elementary knowledge of the rules and scoring of billiards and bowling
2. mechanical ability
3. ability to deal effectively with the public

Level II: Bowling and Billiard Center Manager

2350

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. one year of experience in the operation of appropriate automatic pin setting equipment

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of rules and scoring of bowling and billiards

2. ability to maintain and repair appropriate automatic pin setting equipment
3. supervisory ability
4. ability to deal effectively with the public

Bowling and Billiard Center Attendant	Revised
Bowling and Billiard Center Manager.....	Revised